User Manual
For
Cadre Strength

Prepared by
TSOnline

Internal Approval

Prepared by	Date
Ather Mohiuddin	17/01/2019
Reviewed by	**Date**
Raghavendra Jakka	19/01/2019
Approved by	**Date**
B. BalaKishore	19/01/2019

Distribution list

Name	Role
B.Bala Kishore	Group Leader

Document Control Information

Version	Revision Date	Author	Affected Sections	Brief Description of Change
1.0	NA	NA	NA	NA

Change Note History

Ref No.	Release Date	Version No.	Section No	Page No. & Line No.	Remarks
1	NA	NA	NA	NA	NA

Contents

Tables

Figures

CADRE STRENGTH UPDATION

1. INTRODUCTION

Department of school education portal http://schooledu.telangana.gov.in/ISMS/ was developed to bring all information related to education on a single platform. It was desired to monitor all data to make education an ennobling experience. In this process department of school education introduced Cadre Strength which will have new provision to Add/ Update the details of the Teachers and Non Teacher details and Complete Track will maintained along with Transfer details.

2. OBJECTIVE:

To make available information pertaining to Teachers viz Name, Date of Birth, Caste, Age, Education Qualifications etc, of government & Non government schools in one place.

3. SCOPE

The scope of this document is to explain the process flow for Adding/Updating/Deleting the Teacher details in Cadre Strength and Non Teaching staff.

- New Teacher/Non Teaching entry provisions by validation it with cadre strength.
- Teacher transfer feature provided by validation it with cadre strength.
- Various types drill down reports Drill down from state to student level reports to be generated.

4. SOFTWARE AND TECHNOLOGIES

Table 1: software and technologies

Software	Version
JDK	1.6
J2EE	NA
Struts	1.0
MS SQL Server	2012
JBOSS	7.0

5. PROCESS – Adding / Updation/Deletion of Cadre Strength

5.1 Actor: Govt /Private School Login

User required to browse to URL https://schooledu.telangana.gov.in/ISMS/ as displayed in the below **Fig-1**.



Figure 1 : Home Screen

Login Page:

- Login with valid credentials (User name and Password) and enter captcha
- Click **Submit** button to login as shown in **Fig-2**



Figure 2: Login Screen

➢ *Select **Teacher Information Staff** Option as displayed in **Fig-3** as below*

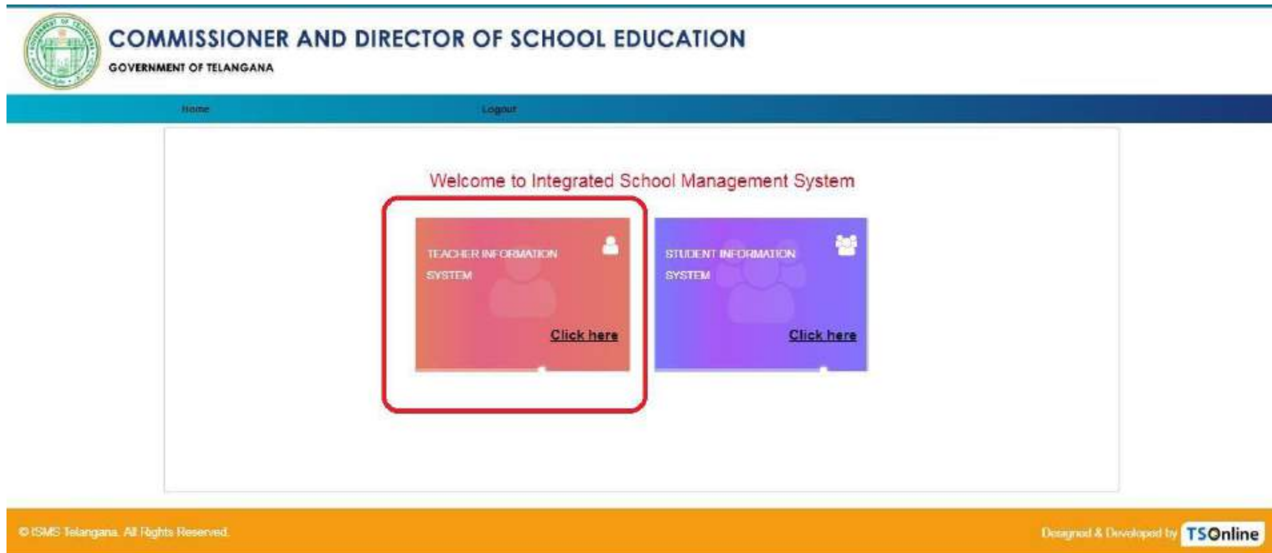


Figure 3: Selection Screen

➢ Click **Others Tab** below as shown in the below screen for a new entry **Fig-4**

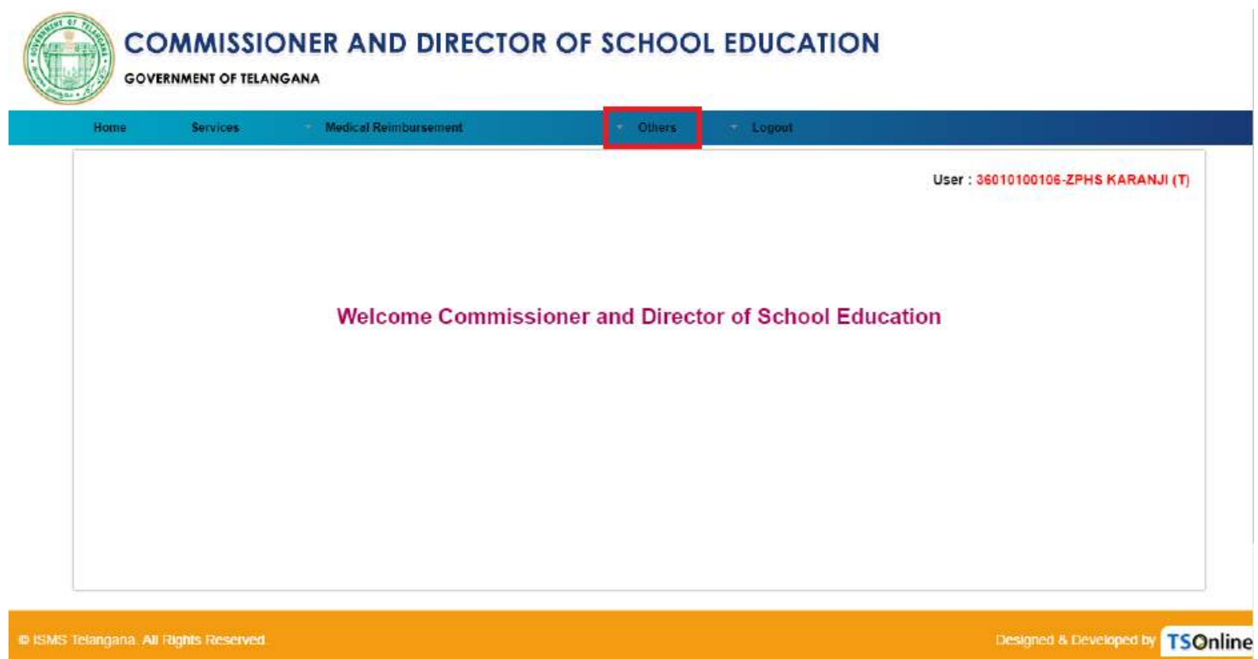


Figure 4 : Others Screen

- Click **Change password** from Others tab as shown in below **Fig-5**

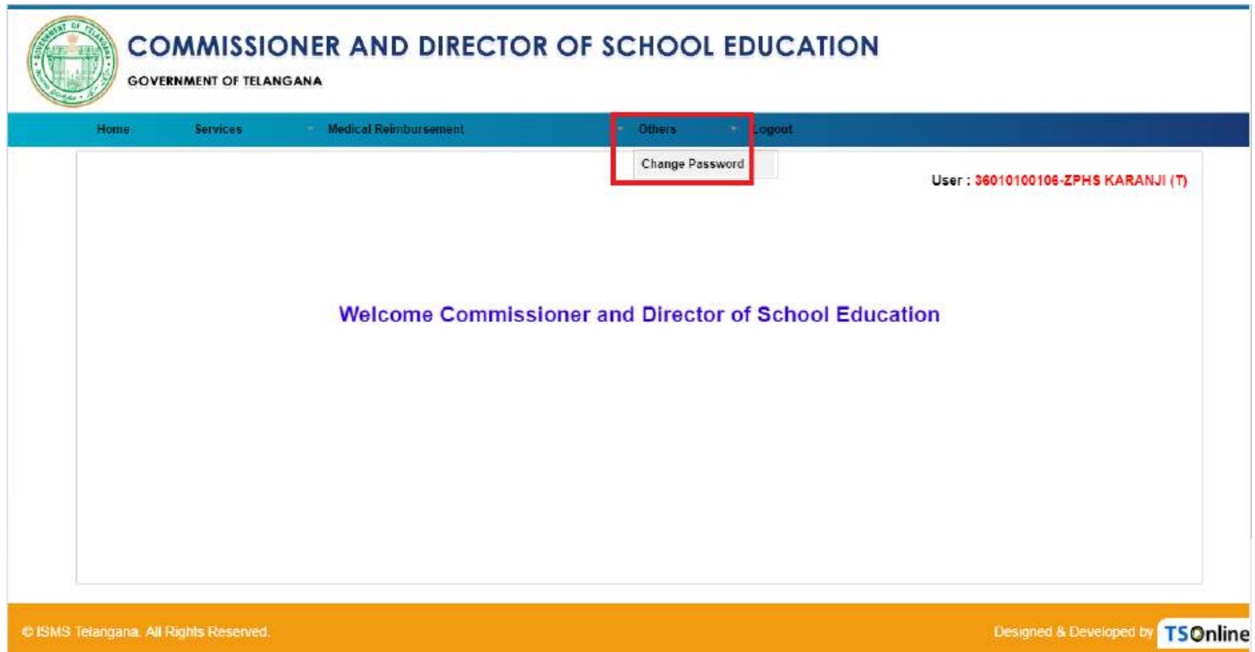


Figure 5 : Change password -1

- Enter New Password and Click **Submit** button as shown in **Fig- 6**

Figure 6 : Change password -2

- Alert message will be displayed as shown in **Fig-7** stating the password was successfully changed

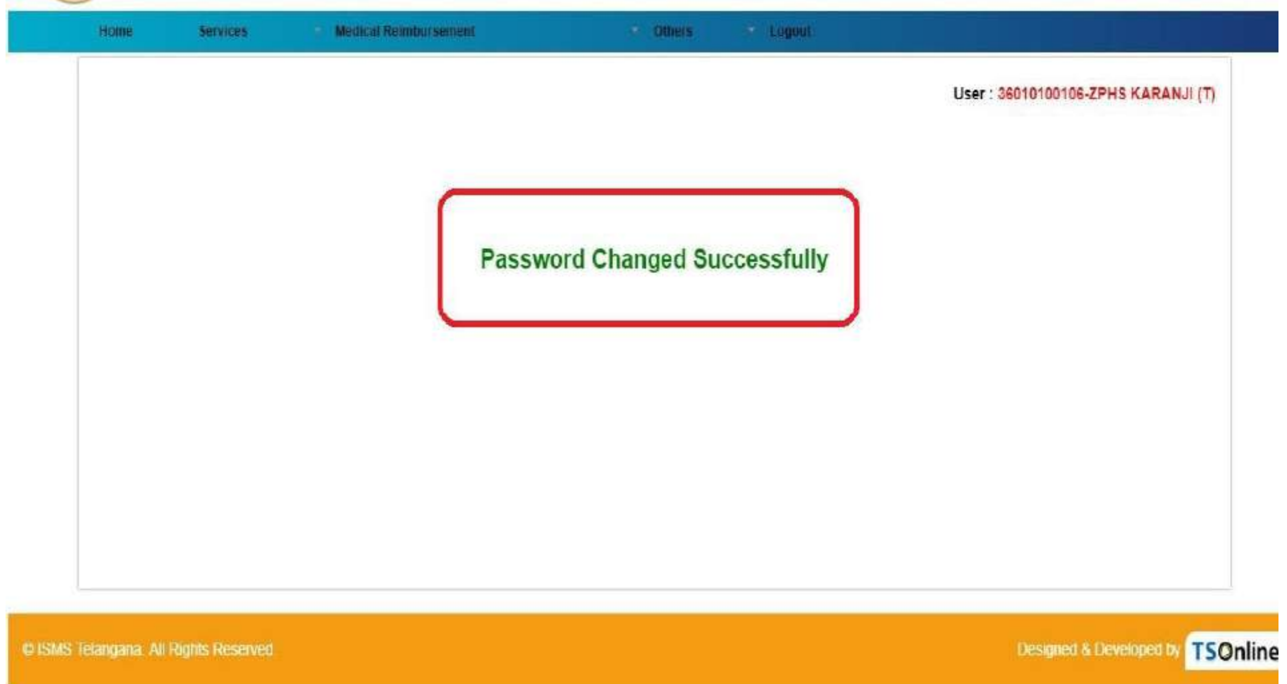


Figure 7 : Success Screen

NOTE: User needs to re-login with the changed password

- Welcome Screen will be displayed as shown in below **Fig- 8**.



Figure 8 : Welcome Screen

- In service tab select Cadre **Strength updation** as shown in **Fig-9**.

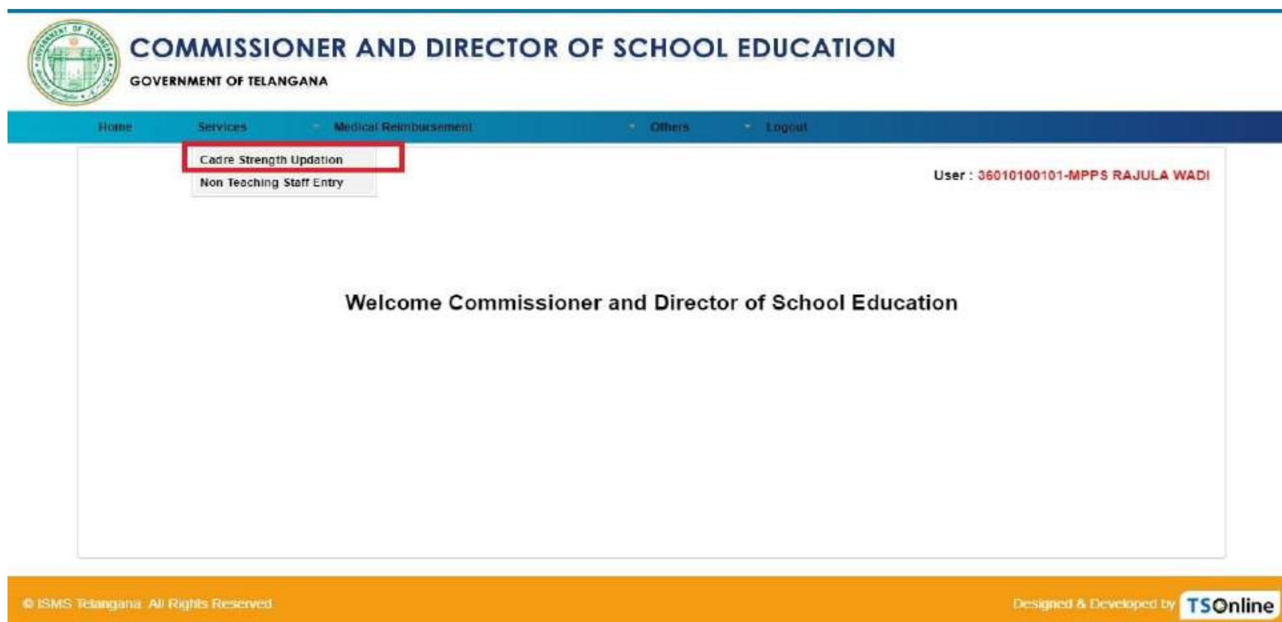


Figure 9 : Services Screen

- Click the Edit Hyper Link it will get navigate to Teacher Information screen,
- In Cadre Strength updation Screen the Status of Teachers get changed from **Not Confirm to Confirm** as shown in Fig-10



Teacher Details											
S.No	Treasury Code	Aadhaar/NPR NO.	Name of the teacher	Gender	Date of Birth (dd/mm/yy)	Category of the Post	Date of joining in service	Medium	Mobile Number	Action	Status
1	3884594	XXXXXXXX4957	ghgfhgfh	Male	19/01/1984	Part Time Instructor (Weaving)	19/01/2005	17 - Telugu	9879864654	Edit | Transfer | Retired | Expired	Not Confirm
2	4534534	XXXXXXXX4696	sai	FeMale	08/01/1985	GHM Grade - II	03/01/2006	17 - Telugu	9874545454	Edit | Transfer | Retired | Expired	Not Confirm

Figure 10 : Status Screen

- updation and Confirmation of teacher Should be done and Click **Confirm** button as shown in **Fig-11**

TEACHER INFORMATION

District Name	ADILABAD	Mandal Name	BHEEMPOOR
Village Name	Karanji (T)	School Name	36010100106-ZPHS KARANJI (T)
1.Treasury Code	3884594	2.Aadhaar Number	916173234957
3.Name of the teacher	ghgfhgfh	4.Gender	1-Male
5.Date of Birth (dd/mm/yy)	19/01/1984	6.Social Category	1-OC
7.Nature of appointment	5-Part Time Instructor (Work	7(a).Mode of Engagement(Non Regular Teachers only)	1-Contract
8.Type of teacher	77-Part Time Instructor (Wea		
9(a).Date of First Appointment	13/01/2005	9(b).Date of joining in present cadre	19/01/2005
Highest qualification			
10.Academic	1-Below Secondary	11.Professional	2-Bachelor of Elementary Edu
12.Classes Taught	1-Primary Only	13.Appointed for Subjects	12-Marathi
Main subjects taught			
14.Subject I	11-Tamil	15.Subject II	7-Telugu
Total days of in-service training received in last academic year			
Only for teachers teaching in elementary sections			
16.BRC	456	17.CRC	565
18.DIET	546	19.Others	456
20.Training Need	3 – ICT skills	20(a).Training Received	2 – Pedagogial Issues
21.No. of working days spent on non-teaching assignments	546		
22.Maths/Science studied upto	1-Below Secondary	23.English/Language (as per schedule VIII) studied upto	1-Below Secondary
24.Social studies studied upto	1-Below Secondary	25.Working in Present School since(Year)	2005
26.Type of Disability(if any)	3 – visual	27.Trained for teaching CWSN	1-Yes
28.Trained in use of computer and teaching through Computer	1-Yes	29.Mobile Number	9879864654
30.EMail	ather@gmail.com	31.Is TET Qualified	1-Yes
31(a)Paper-I Hall Ticket Number	5645645645645	31(b)Paper-I Year of Passing	2006
31(c).Paper-I Marks Obtained	52		
31(d)Paper-II Hall Ticket Number	567657567567	31(e)Paper-II Year of Passing	2007
31(f).Paper-II Marks Obtained	25		
32.Acting as Headmaster	2-No		
33.Medium under which teacher appointed	17 - Telugu	34.Religion	6-Christian

Confirm

Figure 11 : Confirmation page

- Select the **Medium** from medium drop down and Click **'GO'** as shown in the **Fig-12.**

Figure 12 : Updation Screen

- Number of post available in the selected school will be displayed as shown in **Fig -13**



Figure 13 : Category of Post

- If the Category of post details, along with category of sanction, working and teacher details column count doesn't match. Click **Submit** button the below alert message will be displayed

Figure 14 : Alert screen

- If the Category of post details, in sanction column , working columns and teacher details column values matches then below Alert message will be displayed as shown in **Fig -15**

Figure 15 : Successful screen

- Click Add teacher hyper link as shown in the below Fig -16

47	17 - Telugu	56 - Physical Director (Junior College)	0	0
48	17 - Telugu	57 - Junior Lecturer / PGT (Vocational Courses)	0	0
Total			13	10

Submit

Add Teacher

Teacher Details

S.No	Treasury Code	Aadhaar/NPR NO.	Name of the teacher	Gender	Date of Birth (dd/mm/yy)	Category of the Post	Date of joining in service	Medium	Mobile Number	Action	Status
1	1306757	XXXXXXXX2526	M.ELIA	Male	10/08/1971	School Assistant / TGT (Mathematics)	27/01/2000	17 - Telugu	9490434909	Edit | Transfer | Retired | Expired	Confirm
2	1349385	XXXXXXXX0385	P SURYAKALA	FeMale	04/09/1976	School Assistant / TGT (Phy.Science)	28/01/2003	17 - Telugu	8500139652	Edit | Transfer | Retired | Expired	Confirm
3	1354408	XXXXXXXX6131	M LATHA	FeMale	26/07/1983	School Assistant / TGT (English)	15/01/2003	17 - Telugu	9492600951	Edit | Transfer | Retired | Expired	Confirm
4	3198373	XXXXXXXX4958	fdfgdfgf	Male	16/01/1985	School Assistant / TGT (Mathematics)	18/01/2006	17 - Telugu	8975456465	Edit | Transfer | Retired | Expired	Confirm
5	3884594	XXXXXXXX4957	ghgfhgfh	Male	19/01/1984	Part Time Instructor (Weaving)	19/01/2005	17 - Telugu	9879864654	Edit | Transfer | Retired | Expired	Confirm
6	4363634	XXXXXXXX4957	fgfdgfd	Male	05/01/1955	LFL Head Master	15/01/1976	17 - Telugu	8978541545	Edit | Transfer | Retired | Expired	Confirm
7	4535345	XXXXXXXX4937	dfgdfgdfg	FeMale	06/02/1985	School Assistant / TGT (Mathematics)	02/06/2003	17 - Telugu	8975645645	Edit | Transfer | Retired | Expired	Confirm
8	5654654	XXXXXXXX4936	ghghghgfh	Male	04/02/1985	School Assistant / TGT (Mathematics)	11/02/2003	17 - Telugu	8975456456	Edit | Transfer | Retired | Expired	Confirm
9	6756756	XXXXXXXX4926	gfgdfgdfgf	Male	13/02/1985	GHM Grade - I	02/02/2003	17 - Telugu	8975456456	Edit | Transfer | Retired | Expired	Confirm
10	7657567	XXXXXXXX4953	ghhjhgjghjgh	FeMale	10/02/1988	School Assistant / TGT (Bengali)	06/02/2013	17 - Telugu	8795456456	Edit | Transfer | Retired | Expired	Confirm
11	7871552	XXXXXXXX4951	Harish Rao	FeMale	11/08/1987	Language Pandit (Hindi)	14/09/2005	17 - Telugu	9875645645	Edit | Transfer | Retired | Expired	Confirm

Figure 16: Add Teacher Screen

- Enter the Nature of appointment and teacher code and click on **Submit** shown in the below **Fig -17**

NEW TEACHER REGISTRATION FOR UDISE

Nature of Appointment	1-Regular
Teacher Code	4363634
	Submit

Figure 17 : New Teacher Registration

NOTE: (a) If selected as Regular from drop down then user will get teacher code text field where user enters teacher code and click submit button

(b) Other than Regular type, teacher code entry field will not get displayed, and clicks on submit button as shown in the below Fig 18

NEW TEACHER REGISTRATION FOR UDISE

District Name	ADILABAD	Mandal Name	BHEEMPOOR
Village Name	Karanji (T)	School Name	36010100106-ZPHS KARANJI (T)
1.Teacher Code*	1252565	2.Aadhaar Number*	
3.Name of the teacher*		4.Gender*	--Select--
5.Date of birth (dd/mm/yyyy)*		6.Social Category*	--Select--
7.Nature of appointment*	1-Regular		
8.Type of teacher*	--Select--		
9(a).Date of First Appointment*		9(b).Date of joining in present Cadre*	
Highest qualification*			
10.Academic*	--Select--	11.Professional*	--Select--
12.Classes Taught*	--Select--	13.Appointed for Subjects*	--Select--
Main subjects taught*			
14.Subject I*	--Select--	15.Subject II*	--Select--
Total days of in-service training received in last academic year*			
Only for teachers teaching in elementary sections			
16.BRC*		17.CRC*	
18.DIET*		19.Others*	
20.Training Need*	--Select--	20(a).Training Received*	--Select--
21.No. of working days spent on non-teaching assignments*			
22.Maths/Science studied upto*	--Select--	23.English/Language (as per schedule VIII) studied upto*	--Select--
24.Social studies studied upto*	--Select--	25.Working in Present School since(Year)*	
26.Type of Disability(if any)*	--Select--	27.Trained for teaching CWSN*	--Select--
28.Trained in use of computer and teaching through Computer*	--Select--	29.Mobile Number*	
30.EMail*		31.Is TET Qualified*	--Select--
32.Acting as Headmaster*	--Select--		
33.Medium under which teacher appointed *	--Select--	34.Religion*	--Select--
	Submit		

Figure 18 : Submit button

➢ Successful inserted message will be displayed as shown in Fig 19



Figure 19 : Success Screen

➢ An alert message will be displayed if the category post is not available to the school

Figure 20 : Alert Screen

- **Edit ,Transfer, Retired and Expired hyper link will be displayed** as shown in **Fig-21**

Submit

Add Teacher

<table>
<tr><th colspan="12">Teacher Details</th></tr>
<tr><th>S.No</th><th>Treasury Code</th><th>Aadhaar/NPR NO.</th><th>Name of the teacher</th><th>Gender</th><th>Date of Birth (dd/mm/yy)</th><th>Category of the Post</th><th>Date of joining in service</th><th>Medium</th><th>Mobile Number</th><th>Action</th><th>Status</th></tr>
<tr><td>1</td><td>1306757</td><td>XXXXXXXX2526</td><td>M.ELIA</td><td>Male</td><td>10/08/1971</td><td>School Assistant / TGT (Mathematics)</td><td>27/01/2000</td><td>17 - Telugu</td><td>9490434909</td><td>Edit | Transfer | Retired | Expired</td><td>Confirm</td></tr>
<tr><td>2</td><td>1349385</td><td>XXXXXXXX0385</td><td>P SURYAKALA</td><td>FeMale</td><td>04/09/1976</td><td>School Assistant / TGT (Phy.Science)</td><td>28/01/2003</td><td>17 - Telugu</td><td>8500139652</td><td>Edit | Transfer | Retired | Expired</td><td>Confirm</td></tr>
<tr><td>3</td><td>1354408</td><td>XXXXXXXX6131</td><td>M LATHA</td><td>FeMale</td><td>26/07/1983</td><td>School Assistant / TGT (English)</td><td>15/01/2003</td><td>17 - Telugu</td><td>9492600951</td><td>Edit | Transfer | Retired | Expired</td><td>Confirm</td></tr>
<tr><td>4</td><td>3198373</td><td>XXXXXXXX4958</td><td>fdfgdfgf</td><td>Male</td><td>16/01/1985</td><td>School Assistant / TGT (Mathematics)</td><td>18/01/2006</td><td>17 - Telugu</td><td>8975456465</td><td>Edit | Transfer | Retired | Expired</td><td>Confirm</td></tr>
<tr><td>5</td><td>3884594</td><td>XXXXXXXX4957</td><td>ghgfhgfh</td><td>Male</td><td>19/01/1984</td><td>Part Time Instructor (Weaving)</td><td>19/01/2005</td><td>17 - Telugu</td><td>9879864654</td><td>Edit | Transfer | Retired | Expired</td><td>Confirm</td></tr>
<tr><td>6</td><td>4363634</td><td>XXXXXXXX4957</td><td>fgfdgfd</td><td>Male</td><td>05/01/1955</td><td>LFL Head Master</td><td>15/01/1976</td><td>17 - Telugu</td><td>8978541545</td><td>Edit | Transfer | Retired | Expired</td><td>Confirm</td></tr>
<tr><td>7</td><td>4535345</td><td>XXXXXXXX4937</td><td>dfgdfgdfg</td><td>FeMale</td><td>06/02/1985</td><td>School Assistant / TGT (Mathematics)</td><td>02/06/2003</td><td>17 - Telugu</td><td>8975645645</td><td>Edit | Transfer | Retired | Expired</td><td>Confirm</td></tr>
<tr><td>8</td><td>5654654</td><td>XXXXXXXX4936</td><td>ghghghgfh</td><td>Male</td><td>04/02/1985</td><td>School Assistant / TGT (Mathematics)</td><td>11/02/2003</td><td>17 - Telugu</td><td>8975456456</td><td>Edit | Transfer | Retired | Expired</td><td>Confirm</td></tr>
<tr><td>9</td><td>6756756</td><td>XXXXXXXX4926</td><td>gfgdfgdfgf</td><td>Male</td><td>13/02/1985</td><td>GHM Grade - I</td><td>02/02/2003</td><td>17 - Telugu</td><td>8975456456</td><td>Edit | Transfer | Retired | Expired</td><td>Confirm</td></tr>
<tr><td>10</td><td>7657567</td><td>XXXXXXXX4953</td><td>ghhjhgjghjgh</td><td>FeMale</td><td>10/02/1988</td><td>School Assistant / TGT (Bengali)</td><td>06/02/2013</td><td>17 - Telugu</td><td>8795456456</td><td>Edit | Transfer | Retired | Expired</td><td>Confirm</td></tr>
<tr><td>11</td><td>7871552</td><td>XXXXXXXX4951</td><td>Harish Rao</td><td>FeMale</td><td>11/08/1987</td><td>Language Pandit (Hindi)</td><td>14/09/2005</td><td>17 - Telugu</td><td>9875645645</td><td>Edit | Transfer | Retired | Expired</td><td>Confirm</td></tr>
</table>

Figure 21 : Selection Screen

- Click **Edit** Hyper ink in the Action column user will navigate to Teacher Information screen

NOTE: Update all the necessary/mandatory fields, Click Update button as shown in Fig-22

TEACHER INFORMATION

District Name	ADILABAD	Mandal Name	BHEEMPOOR
Village Name	Karanji (T)	School Name	36010100106-ZPHS KARANJI (T)
1.Treasury Code	3884594	2.Aadhaar Number	916173234957
3.Name of the teacher	ghgfhgfh	4.Gender	1-Male
5.Date of Birth (dd/mm/yy)	19/01/1984	6.Social Category	1-OC
7.Nature of appointment	5-Part Time Instructor (Work	7(a).Mode of Engagement(Non Regular Teachers only)	1-Contract
8.Type of teacher	77-Part Time Instructor (Wea		
9(a).Date of First Appointment	13/01/2005	9(b).Date of joining in present cadre	19/01/2005
Highest qualification			
10.Academic	1-Below Secondary	11.Professional	2-Bachelor of Elementary Edu
12.Classes Taught	1-Primary Only	13.Appointed for Subjects	12-Marathi
Main subjects taught			
14.Subject I	11-Tamil	15.Subject II	7-Telugu
Total days of in-service training received in last academic year			
Only for teachers teaching in elementary sections			
16.BRC	456	17.CRC	565
18.DIET	546	19.Others	456
20.Training Need	3 – ICT skills	20(a).Training Received	2 – Pedagogial Issues
21.No. of working days spent on non-teaching assignments	546		
22.Maths/Science studied upto	1-Below Secondary	23.English/Language (as per schedule VIII) studied upto	1-Below Secondary
24.Social studies studied upto	1-Below Secondary	25.Working in Present School since(Year)	2005
26.Type of Disability(if any)	3 – visual	27.Trained for teaching CWSN	1-Yes
28.Trained in use of computer and teaching through Computer	1-Yes	29.Mobile Number	9879864654
30.EMail	ather@gmail.com	31.Is TET Qualified	1-Yes
31(a)Paper-I Hall Ticket Number	5645645645645	31(b)Paper-I Year of Passing	2006
31(c).Paper-I Marks Obtained	52		
31(d)Paper-II Hall Ticket Number	567657567567	31(e)Paper-II Year of Passing	2007
31(f).Paper-II Marks Obtained	25		
32.Acting as Headmaster	2-No		
33.Medium under which teacher appointed	17 - Telugu	34.Religion	6-Christian
	Update		

Figure 22: Update screen

➢ *Alert message will be displayed as shown in the **Fig-23***

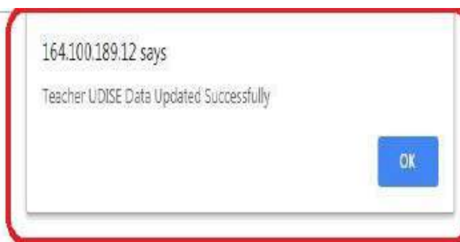


Figure 23 : Alert Message

➢ Click Transfer Hyper Link in Action Column as shown in **Fig -24**

Submit

Add Teacher

Teacher Details											
S.No	Treasury Code	Aadhaar/NPR NO.	Name of the teacher	Gender	Date of Birth (dd/mm/yy)	Category of the Post	Date of joining in service	Medium	Mobile Number	Action	Status
1	1306757	XXXXXXXX2526	M.ELIA	Male	10/08/1971	School Assistant / TGT (Mathematics)	27/01/2000	17 - Telugu	9490434909	Edit | Transfer | etired | Expired	Confirm
2	1349385	XXXXXXXX0385	P SURYAKALA	FeMale	04/09/1976	School Assistant / TGT (Phy.Science)	28/01/2003	17 - Telugu	8500139652	Edit | Transfer | etired | Expired	Confirm
3	1354408	XXXXXXXX6131	M LATHA	FeMale	26/07/1983	School Assistant / TGT (English)	15/01/2003	17 - Telugu	9492600951	Edit | Transfer | etired | Expired	Confirm
4	3198373	XXXXXXXX4958	fdfgdfgf	Male	16/01/1985	School Assistant / TGT (Mathematics)	18/01/2006	17 - Telugu	8975456465	Edit | Transfer | etired | Expired	Confirm
5	3884594	XXXXXXXX4957	ghgfhgfh	Male	19/01/1984	Part Time Instructor (Weaving)	19/01/2005	17 - Telugu	9879864654	Edit | Transfer | etired | Expired	Confirm
6	4363634	XXXXXXXX4957	fgfdgfd	Male	05/01/1955	LFL Head Master	15/01/1976	17 - Telugu	8978541545	Edit | Transfer | etired | Expired	Confirm
7	4535345	XXXXXXXX4937	dfgdfgdfg	FeMale	06/02/1985	School Assistant / TGT (Mathematics)	02/06/2003	17 - Telugu	8975645645	Edit | Transfer | etired | Expired	Confirm
8	5654654	XXXXXXXX4936	ghghghgfh	Male	04/02/1985	School Assistant / TGT (Mathematics)	11/02/2003	17 - Telugu	8975456456	Edit | Transfer | etired | Expired	Confirm
9	6756756	XXXXXXXX4926	gfgdfgdfgf	Male	13/02/1985	GHM Grade – I	02/02/2003	17 - Telugu	8975456456	Edit | Transfer | etired | Expired	Confirm
10	7657367	XXXXXXXX4953	ghhjhgjghjgh	FeMale	10/02/1988	School Assistant / TGT (Bengali)	06/02/2013	17 - Telugu	8795456456	Edit | Transfer | etired | Expired	Confirm
11	7871552	XXXXXXXX4951	Harish Rao	FeMale	11/08/1987	Language Pandit (Hindi)	14/09/2005	17 - Telugu	9875645645	Edit | Transfer | etired | Expired	Confirm

Figure 24: Transfer screen

➢ Alert message will be displayed as shown in **Fig-25**

47	17 - Telugu	56 - Physi		0
48	17 - Telugu	57 - unio		0
				10

164.100.189.12 says

Are you sure you want to transfer

OK Cancel

Submit

Add Teacher

Teacher Details

S.No	Treasury Code	Aadhaar/NPR NO.	Name of the teacher	Gender	Date of Birth (dd/mm/yy)	Category of the Post	Date of joining in service	Medium	Mobile Number	Action	Status
1	1306757	XXXXXXXX2526	M.ELIA	Male	10/08/1971	School Assistant / TGT (Mathematics)	27/01/2000	17 - Telugu	9490434909	Edit | Transfer | Retired | Expired	Confirm
2	1349385	XXXXXXXX0385	P SURYAKALA	FeMale	04/09/1976	School Assistant / TGT (Phy.Science)	28/01/2003	17 - Telugu	8500139652	Edit | Transfer | Retired | Expired	Confirm
3	1354408	XXXXXXXX6131	M LATHA	FeMale	26/07/1983	School Assistant / TGT (English)	15/01/2003	17 - Telugu	9492600951	Edit | Transfer | Retired | Expired	Confirm
4	3198373	XXXXXXXX4958	fdfgdfgf	Male	16/01/1985	School Assistant / TGT (Mathematics)	18/01/2006	17 - Telugu	8975456465	Edit | Transfer | Retired | Expired	Confirm
5	3884594	XXXXXXXX4957	ghgfhgfh	Male	19/01/1984	Part Time Instructor (Weaving)	19/01/2005	17 - Telugu	9879864654	Edit | Transfer | Retired | Expired	Confirm
6	4363634	XXXXXXXX4957	fgfdgfd	Male	05/01/1955	LFL Head Master	15/01/1976	17 - Telugu	8978541545	Edit | Transfer | Retired | Expired	Confirm
7	4535345	XXXXXXXX4937	dfgdfgdfg	FeMale	06/02/1985	School Assistant / TGT (Mathematics)	02/06/2003	17 - Telugu	8975645645	Edit | Transfer | Retired | Expired	Confirm
8	5654654	XXXXXXXX4936	ghghghgfh	Male	04/02/1985	School Assistant / TGT (Mathematics)	11/02/2003	17 - Telugu	8975456456	Edit | Transfer | Retired | Expired	Confirm
9	6756756	XXXXXXXX4926	gfgdfgdfgf	Male	13/02/1985	GHM Grade – I	02/02/2003	17 - Telugu	8975456456	Edit | Transfer | Retired | Expired	Confirm
10	7657567	XXXXXXXX4953	ghhjhgjghjgh	FeMale	10/02/1988	School Assistant / TGT (Bengali)	06/02/2013	17 - Telugu	8795456456	Edit | Transfer | Retired | Expired	Confirm
11	7871552	XXXXXXXX4951	Harish Rao	FeMale	11/08/1987	Language Pandit (Hindi)	14/09/2005	17 - Telugu	9875645645	Edit | Transfer | Retired | Expired	Confirm

Figure 25 : Alert Screen

➢ Successfully alert message will be displayed as transferred as shown in **Fig-26**

COMMISSIONER AND DIRECTOR OF SCHOOL EDUCATION

GOVERNMENT OF TELANGANA

Home Services Medical Reimbursement Reports Others Logout

ghgfhgfh Transfered Successfully

User :

CADRE STRENGTH UPDATION

Teacher DCF Print

Teacher Data Format

District Name	ADILABAD	Mandal Name	BHEEMPOOR	School Details	36010100106-ZPHS KARANJI (T)	Medium	17 - Telugu

Go

Category of Post Details

S.No	Medium	Category	Sanction	Working
1	17 - Telugu	10 - GHM Grade – I	1	1
2	17 - Telugu	11 - GHM Grade - II	1	0
3	17 - Telugu	12 - LFL Head Master	0	1

Figure 26 : Success message

Note: This screen will be available once the concerned MEO/DEO approves the applied transfer by the teacher

- Click Cadre Strength updation services tab as shown in **Fig-27**

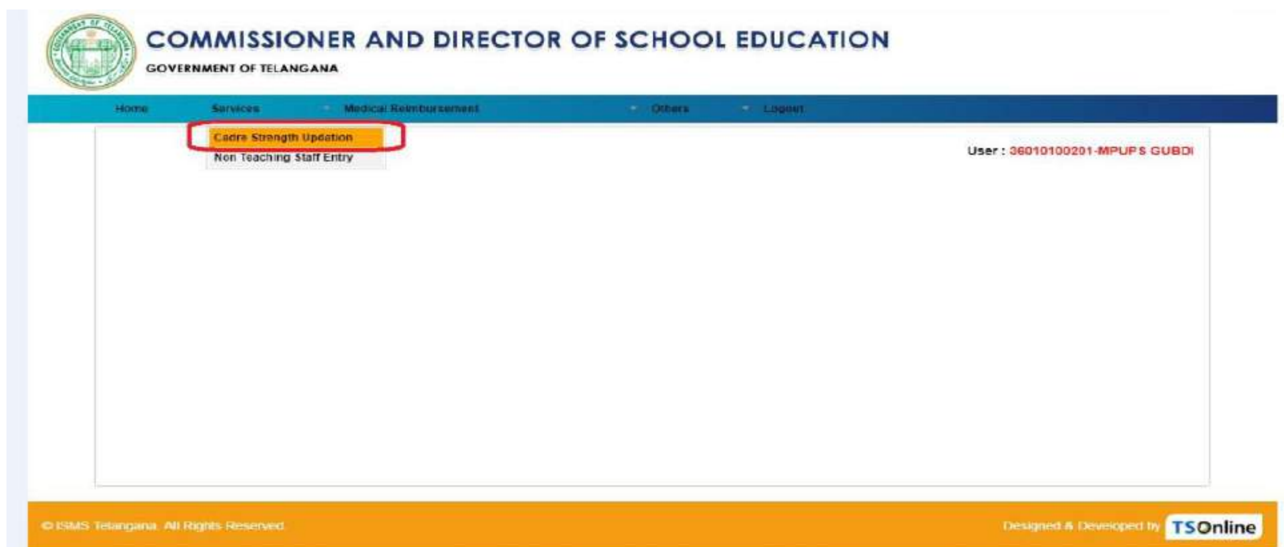


Figure 27: Cadre Strength Screen

- Select the medium from medium drop down and Click 'GO' button as shown in the **Fig-28**

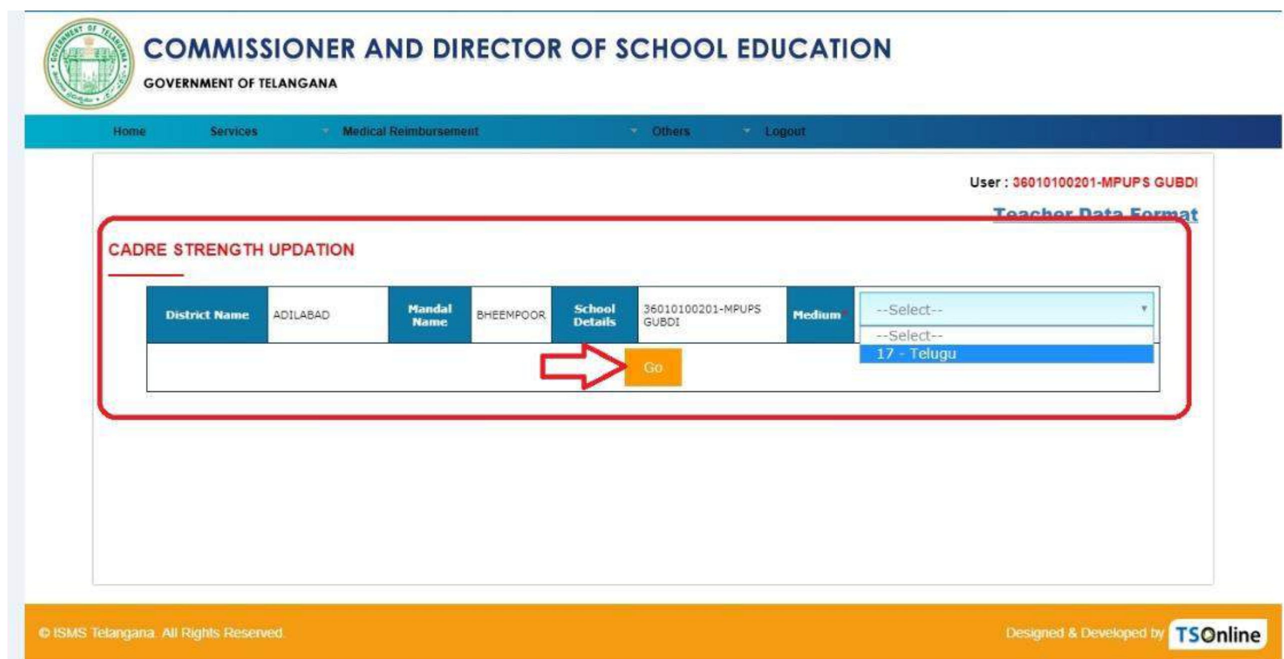


Figure 28 :GO Screen

➢ Added teacher by the MEO will be displayed as shown in the below **Fig-29**

Submit

Add Teacher

Teacher Details											
S.No	Treasury Code	Aadhaar/NPR NO.	Name of the teacher	Gender	Date of Birth (dd/mm/yy)	Category of the Post	Date of joining in service	Medium	Mobile Number	Action	Stat
1	1306101	XXXXXXXX5666	N.RAJA SHEKAR REDDY	Male	03/07/1970	Secondary Grade Teacher	02/02/1988	17 - Telugu	9441837722	Edit | Transfer | Retired | Expired	Confi
2	1306302	XXXXXXXX5463	C.SRINIVAS	Male	22/03/1973	School Assistant / TGT (Bio.Science)	02/02/1991	17 - Telugu	9989833318	Edit | Transfer | Retired | Expired	Confi
3	1354567	XXXXXXXX3911	V.PRASAD	Male	10/07/1991	Secondary Grade Teacher	02/02/2009	17 - Telugu	9701921682	Edit | Transfer | Retired | Expired	Confi
4	4534534	XXXXXXXX4696	sai	FeMale	08/01/1985	GHM Grade - II	03/01/2006	17 - Telugu	9874545454	Edit | Transfer | Retired | Expired	Confi

Designed & Developed by TSOnline

Figure 29: Transfer School Screen

➢ Retired teacher can be removed by selecting **retired** hyperlink in the below shown **Fig-30**

2	1300980	XXXXXXXX1600	M SANGEETHA	FeMale	02/01/1977	Language Pandit (Telugu)	02/01/2001	17 - Telugu	9705853114	Edit | Transfer	Retired	Expired	Not Confirm
3	1306321	XXXXXXXX8949	M. MADHUKAR REDDY	Male	05/08/1968	School Assistant / TGT (Bio.Science)	25/01/1989	17 - Telugu	9441252703	Edit | Transfer	Retired	Expired	Not Confirm
4	1306757	XXXXXXXX2526	M.ELIA	Male	10/08/1971	School Assistant / TGT (Mathematics)	27/01/2000	17 - Telugu	9490434909	Edit | Transfer	Retired	Expired	Not Confirm
5	1349385	XXXXXXXX0385	P SURYAKALA	FeMale	04/09/1976	School Assistant / TGT (Phy.Science)	28/01/2003	17 - Telugu	8500139652	Edit | Transfer	Retired	Expired	Not Confirm
6	1354408	XXXXXXXX6131	M LATHA	FeMale	26/07/1983	School Assistant / TGT (English)	15/01/2003	17 - Telugu	9492600951	Edit | Transfer	Retired	Expired	Not Confirm
7	3198373	XXXXXXXX4958	fdfgdfgf	Male	16/01/1985	School Assistant / TGT (Mathematics)	18/01/2006	17 - Telugu	8975456465	Edit | Transfer	Retired	Expired	Not Confirm
8	3884594	XXXXXXXX4957	ghgfhgfh	Male	19/01/1984	Part Time Instructor (Weaving)	19/01/2005	17 - Telugu	9879864654	Edit | Transfer	Retired	Expired	Confirm
9	4363634	XXXXXXXX4957	fgfdgfd	Male	05/01/1955	LFL Head Master	15/01/1976	17 - Telugu	8978541545	Edit | Transfer	Retired	Expired	Not Confirm
10	4535345	XXXXXXXX4937	dfgdfgdfg	FeMale	06/02/1985	School Assistant / TGT (Mathematics)	02/06/2003	17 - Telugu	8975645645	Edit | Transfer	Retired	Expired	Not Confirm
11	5654654	XXXXXXXX4936	ghghghgfh	Male	04/02/1985	School Assistant / TGT (Mathematics)	11/02/2003	17 - Telugu	8975456456	Edit | Transfer	Retired	Expired	Not Confirm
12	6327953	XXXXXXXX9411	ramulu	Male	13/01/1955	Secondary Grade Teacher	08/01/1977	17 - Telugu	9440512340	Edit | Transfer	Retired	Expired	Not Confirm
13	7657567	XXXXXXXX4953	ghhjhgjghjgh	FeMale	10/02/1988	School Assistant / TGT (Bengali)	06/02/2013	17 - Telugu	8795456456	Edit | Transfer	Retired	Expired	Not Confirm
14	7871552	XXXXXXXX4951	Harish Rao	FeMale	11/08/1987	Language Pandit (Hindi)	14/09/2005	17 - Telugu	9875645645	Edit | Transfer	Retired	Expired	Not Confirm

Designed & Developed by TSOnline

Figure 30: Retired Screen

➢ Select the **retired** option an alert message will be displayed as shown in Fig-31

164.100.189.12 says

Are you sure you want to retire

OK Cancel

2	1300980	XXXXXXXX1600	M SANGEETHA	FeMale				17 - Telugu	9705853114	Edit | Transfer | Retired | Expired	Not Confirm
3	1306321	XXXXXXXX8949	M. MADHUKAR REDDY	Male				17 - Telugu	9441252703	Edit | Transfer | Retired | Expired	Not Confirm
4	1306757	XXXXXXXX2526	M.ELIA	Male				17 - Telugu	9490434909	Edit | Transfer | Retired | Expired	Not Confirm
5	1349385	XXXXXXXX0385	P SURYAKALA	FeMale	[illegible]	[illegible]	[illegible]	17 - Telugu	8500139652	Edit | Transfer | Retired | Expired	Not Confirm
6	1354408	XXXXXXXX6131	M LATHA	FeMale	26/07/1983	School Assistant / TGT (English)	15/01/2003	17 - Telugu	9492600951	Edit | Transfer | Retired | Expired	Not Confirm
7	3198373	XXXXXXXX4958	fdfgdfgf	Male	16/01/1985	School Assistant / TGT (Mathematics)	18/01/2006	17 - Telugu	8975456465	Edit | Transfer | Retired | Expired	Not Confirm
8	3884594	XXXXXXXX4957	ghgfhgfh	Male	19/01/1984	Part Time Instructor (Weaving)	19/01/2005	17 - Telugu	9879864654	Edit | Transfer | Retired | Expired	Confirm
9	4363634	XXXXXXXX4957	fgfdgfd	Male	05/01/1955	LFL Head Master	15/01/1976	17 - Telugu	8978541545	Edit | Transfer | Retired | Expired	Not Confirm
10	4535345	XXXXXXXX4937	dfgdfgdfg	FeMale	06/02/1985	School Assistant / TGT (Mathematics)	02/06/2003	17 - Telugu	8975645645	Edit | Transfer | Retired | Expired	Not Confirm
11	5654654	XXXXXXXX4936	ghghghgfh	Male	04/02/1985	School Assistant / TGT (Mathematics)	11/02/2003	17 - Telugu	8975456456	Edit | Transfer | Retired | Expired	Not Confirm
12	6327953	XXXXXXXX9411	ramulu	Male	13/01/1955	Secondary Grade Teacher	08/01/1977	17 - Telugu	9440512340	Edit | Transfer | Retired | Expired	Not Confirm
13	7657567	XXXXXXXX4953	ghhjhgjghjgh	FeMale	10/02/1988	School Assistant / TGT (Bengali)	06/02/2013	17 - Telugu	8795456456	Edit | Transfer | Retired | Expired	Not Confirm
14	7871552	XXXXXXXX4951	Harish Rao	FeMale	11/08/1987	Language Pandit (Hindi)	14/09/2005	17 - Telugu	9875645645	Edit | Transfer | Retired | Expired	Not Confirm

S Telangana All Rights Reserved

Designed & Developed by TSOnline

Figure 31: Confirmation Screen

➢ Successfully alert message will be displayed as retired as shown in **Fig-32**



COMMISSIONER AND DIRECTOR OF SCHOOL EDUCATION

GOVERNMENT OF TELANGANA

Home | Services | Medical Reimbursement | Others | Logout

ramulu Information Retired Successfully

User : 36010100106-ZPHS KARANJI (T)

Teacher Data Format

CADRE STRENGTH UPDATION

Teacher Details											
S.No	Treasury Code	Aadhaar/NPR NO.	Name of the teacher	Gender	Date of Birth (dd/mm/yy)	Category of the Post	Date of joining in service	Medium	Mobile Number	Action	S
1	1300473	XXXXXXXX3776	G. CHANDA	FeMale	09/02/1975	Language Pandit (Hindi)	0	-	9490024699	Edit | Transfer | Retired | Expired	Co
2	1300980	XXXXXXXX1600	M SANGEETHA	FeMale	02/01/1977	Language Pandit (Telugu)	02/01/2001	17 - Telugu	9705853114	Edit | Transfer | Retired | Expired	Co
3	1306321	XXXXXXXX8949	M. MADHUKAR REDDY	Male	05/08/1968	School Assistant / TGT (Bio.Science)	25/01/1989	17 - Telugu	9441252703	Edit | Transfer | Retired | Expired	Co
4	1306757	XXXXXXXX2526	M.ELIA	Male	10/08/1971	School Assistant / TGT (Mathematics)	27/01/2000	17 - Telugu	9490434909	Edit | Transfer | Retired | Expired	Co

Figure 32 : Successful Screen

- ➢ Expired teacher can be removed by selecting retired hyperlink in the below shown **Fig-33**

2	1300980	XXXXXXXX1600	M SANGEETHA	FeMale	02/01/1977	Language Pandit (Telugu)	02/01/2001	17 - Telugu	9705853114	Edit | Transfer | Retired |	Expired	Not Confirm
3	1306321	XXXXXXXX8949	M. MADHUKAR REDDY	Male	05/08/1968	School Assistant / TGT (Bio.Science)	25/01/1989	17 - Telugu	9441252703	Edit | Transfer | Retired	Expired	Not Confirm
4	1306757	XXXXXXXX2526	M.ELIA	Male	10/08/1971	School Assistant / TGT (Mathematics)	27/01/2000	17 - Telugu	9490434909	Edit | Transfer | Retired	Expired	Not Confirm
5	1349385	XXXXXXXX0385	P SURYAKALA	FeMale	04/09/1976	School Assistant / TGT (Phy.Science)	28/01/2003	17 - Telugu	8500139652	Edit | Transfer | Retired	Expired	Not Confirm
6	1354408	XXXXXXXX6131	M LATHA	FeMale	26/07/1983	School Assistant / TGT (English)	15/01/2003	17 - Telugu	9492600951	Edit | Transfer | Retired	Expired	Not Confirm
7	3198373	XXXXXXXX4958	fdfgdfgf	Male	16/01/1985	School Assistant / TGT (Mathematics)	18/01/2006	17 - Telugu	8975456465	Edit | Transfer | Retired	Expired	Not Confirm
8	3884594	XXXXXXXX4957	ghgfhgfh	Male	19/01/1984	Part Time Instructor (Weaving)	19/01/2005	17 - Telugu	9879864654	Edit | Transfer | Retired	Expired	Confirm
9	4363634	XXXXXXXX4957	fgfdgfd	Male	05/01/1955	LFL Head Master	15/01/1976	17 - Telugu	8978541545	Edit | Transfer | Retired	Expired	Not Confirm
10	4535345	XXXXXXXX4937	dfgdfgdfg	FeMale	06/02/1985	School Assistant / TGT (Mathematics)	02/06/2003	17 - Telugu	8975645645	Edit | Transfer | Retired	Expired	Not Confirm
11	5654654	XXXXXXXX4936	ghghghgfh	Male	04/02/1985	School Assistant / TGT (Mathematics)	11/02/2003	17 - Telugu	8975456456	Edit | Transfer | Retired	Expired	Not Confirm
12	6327953	XXXXXXXX9411	ramulu	Male	13/01/1955	Secondary Grade Teacher	08/01/1977	17 - Telugu	9440512340	Edit | Transfer | Retired	Expired	Not Confirm
13	7657567	XXXXXXXX4953	ghhjhgjghjgh	FeMale	10/02/1988	School Assistant / TGT (Bengali)	06/02/2013	17 - Telugu	8795456456	Edit | Transfer | Retired	Expired	Not Confirm
14	7871552	XXXXXXXX4951	Harish Rao	FeMale	11/08/1987	Language Pandit (Hindi)	14/09/2005	17 - Telugu	9875645645	Edit | Transfer | Retired	Expired	Not Confirm

Designed & Developed by TSOnline

Figure 33: Confirmation Screen

- ➢ Select the Expired option an alert message will be displayed as shown in **Fig-34**

164.100.189.12 says

Are you sure you want to remove

OK Cancel

COMMISSIONER AND ... TION

GOVERNMENT OF TELANGANA

Home Services Medical Reimbursement Others Logout

User : 36010100106-ZPHS KARANJI (T)

Teacher Data Format

CADRE STRENGTH UPDATION

Teacher Details											
S.No	Treasury Code	Aadhaar/NPR NO.	Name of the teacher	Gender	Date of Birth (dd/mm/yy)	Category of the Post	Date of joining in service	Medium	Mobile Number	Action	S
1	1300473	XXXXXXXX3776	G. CHANDA	FeMale	09/02/1975	Language Pandit (Hindi)	0	-	9490024699	Edit | Transfer | Retired | Expired	Co
2	1300980	XXXXXXXX1600	M SANGEETHA	FeMale	02/01/1977	Language Pandit (Telugu)	02/01/2001	17 - Telugu	9705853114	Edit | Transfer | Retired | Expired	Co
3	1306321	XXXXXXXX8949	M. MADHUKAR REDDY	Male	05/08/1968	School Assistant / TGT (Bio.Science)	25/01/1989	17 - Telugu	9441252703	Edit | Transfer | Retired | Expired	Co
4	1306757	XXXXXXXX2526	M.ELIA	Male	10/08/1971	School Assistant / TGT (Mathematics)	27/01/2000	17 - Telugu	9490434909	Edit | Transfer | Retired | Expired	Co

Figure 34: Confirmation Screen

- ➢ Successfully alert message will be displayed as removed as shown in **Fig-35**

COMMISSIONER AND DIRECTOR OF SCHOOL EDUCATION

GOVERNMENT OF TELANGANA

Home Services Medical Reimbursement Others Logout

G. CHANDA Information Removed Successfully

User : 36010100106-ZPHS KARANJI (T)

Teacher Data Format

CADRE STRENGTH UPDATION

Teacher Details											
S.No	Treasury Code	Aadhaar/NPR NO.	Name of the teacher	Gender	Date of Birth (dd/mm/yy)	Category of the Post	Date of joining in service	Medium	Mobile Number	Action	S
1	1300980	XXXXXXXX1600	M SANGEETHA	FeMale	02/01/1977	Language Pandit (Telugu)	02/01/2001	17 - Telugu	9705853114	Edit | Transfer | Retired | Expired	Co
2	1306321	XXXXXXXX8949	M. MADHUKAR REDDY	Male	05/08/1968	School Assistant / TGT (Bio.Science)	25/01/1989	17 - Telugu	9441252703	Edit | Transfer | Retired | Expired	Co
3	1306757	XXXXXXXX2526	M.ELIA	Male	10/08/1971	School Assistant / TGT (Mathematics)	27/01/2000	17 - Telugu	9490434909	Edit | Transfer | Retired | Expired	Co
4	1349385	XXXXXXXX0385	P SURYAKALA	FeMale	04/09/1976	School Assistant / TGT (Phy.Science)	28/01/2003	17 - Telugu	8500139652	Edit | Transfer | Retired | Expired	Co

Figure 35: Successful screen

5.2 Actor: Mandal Education Officer /District Education Officer Login

1. User required to browse to URL https://schooledu.telangana.gov.in/ISMS/, the below shown Screen is displayed. Click Teacher Info tab shown in the image as shown in **Fig-36**



Figure 36 : Home Page

Login Page:

- Login with valid credentials (User name and Password) and enter captcha then Click **submit** button to login as shown in **Fig-37**



Figure 37 : Login Page

- Select Teacher Transfer sub tab below services as shown in **Fig -38**



Figure 38 : teacher transfer

- Select transferred From School Name and Click 'GO' button as shown in **Fig-39**

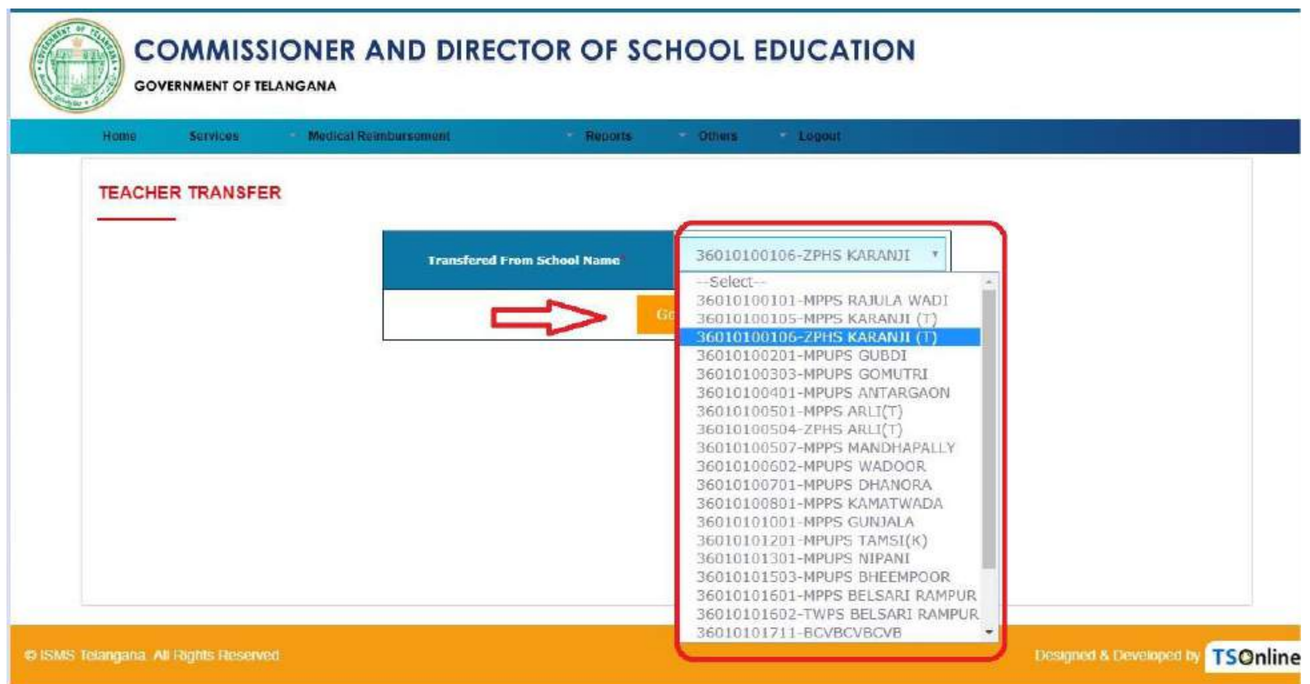


Figure 39 : *School selection*

- Select **Edit** Hyper Link as shown in **Fig-40**

Figure 40 : Edit Screen

- Entered Teacher details will be shown at the bottom of the page there the teacher should be Transfer to the required School action to be done and Click **Update** button as shown in **Fig-41**

Not secure | https://164.100.189.12/ISMS/teacherTransfer.do?mode=getTeacherInfoEdit&tchcd=4534534&schcd=36010100106&slno=16&sub_caste_category=E&sub_caste_name=6&medium=17

20.Training Need *	0 – Not required	20(a).Training Received *	3 – ICT skills
21.No. of working days spent on non-teaching assignments *	343		
22.Maths/Science studied upto *	1-Below Secondary	23.English/Language (as per schedule VIII) studied upto *	1-Below Secondary
24.Social studies studied upto *	1-Below Secondary	25.Working in Present School since(Year) *	2006
26.Type of Disability(if any) *	1 – Not applicable	27.Trained for teaching CWSN *	1-Yes
28.Trained in use of computer and teaching through Computer *	2-No	29.Mobile Number *	9874545454
30.EMail *	sai@gmail.com	31.Is TET Qualified *	1-Yes
31(a)Paper-I Hall Ticket Number *	34324234234	31(b)Paper-I Year of Passing *	2006
31(c).Paper-I Marks Obtained *			
31(d)Paper-II Hall Ticket Number *			
31(f).Paper-II Marks Obtained *			
32.Acting as Headmaster *			
33.Medium under which teacher appointed *			
Transfer School *	--Select--		

--Select--
36010100101-MPPS RAJULA WADI
36010100105-MPPS KARANJI (T)
36010100106-ZPHS KARANJI (T)
36010100201-MPUPS GUBDI
36010100303-MPUPS GOMUTRI
36010100401-MPUPS ANTARGAON
36010100501-MPPS ARLI(T)
36010100504-ZPHS ARLI(T)
36010100507-MPPS MANDHAPALLY
36010100602-MPUPS WADOOR
36010100701-MPUPS DHANORA
36010100801-MPPS KAMATWADA
36010101001-MPPS GUNJALA
36010101201-MPUPS TAMSI(K)
36010101301-MPUPS NIPANI
36010101503-MPUPS BHEEMPOOR
36010101601-MPPS BELSARI RAMPUR
36010101602-TWPS BELSARI RAMPUR
36010101711-BCVBCVBCVB

Update

Figure 41 : Update Screen

➢ Successful alert message will be displayed as shown below in **Fig-42**

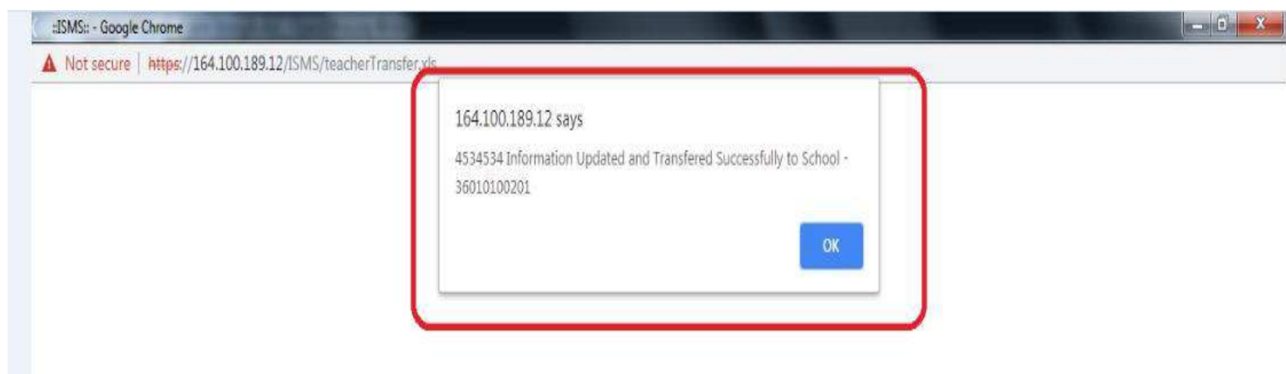


Figure 42 : Transferred Successful Screen

➢ All the Users should select respective report from Services Tab as shown **Fig -43**

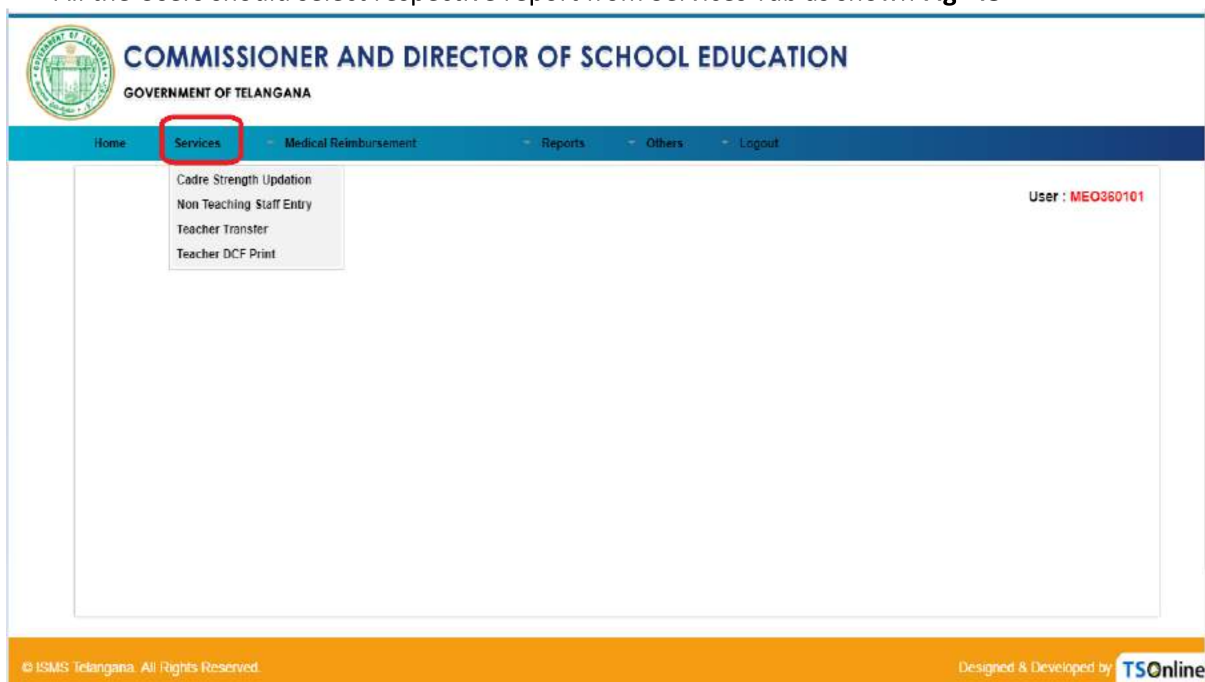


Figure 43 : Service Tab

- Select Teacher DCF Print in Services tab as shown in the below **Fig-44**

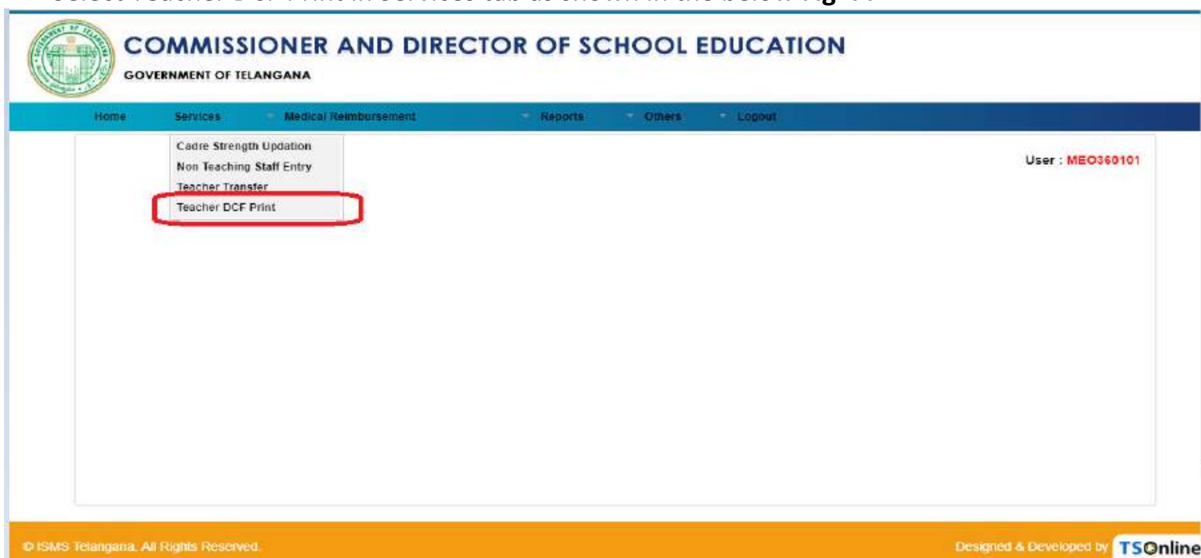


Figure 44 : Print Screen

- Click Print Hyper link in Action column as shown in **Fig-45**

COMMISSIONER AND DIRECTOR OF SCHOOL EDUCATION
GOVERNMENT OF TELANGANA

Home | Services | Medical Reimbursement | Reports | Others | Logout

TEACHER DCF PRINT

School Name	Action
36010100101-MPPS RAJULA WADI	Print
36010100102-TWPS TEKADIRAMPOOR	Print
36010100103-TWPS KARAN WADI	Print
36010100105-MPPS KARANJI (T)	Print
36010100106-ZPHS KARANJI (T)	Print
36010100201-MPUPS GUBDI	Print
36010100303-MPUPS GOMUTRI	Print
36010100401-MPUPS ANTARGAON	Print
36010100501-MPPS ARLI(T)	Print
36010100503-TWPS INDURPALLY	Print
36010100504-ZPHS ARLI(T)	Print
36010100507-MPPS MANDHAPALLY	Print
36010100508-SRI CHANAKYA SCHOOL E/M ARLI-T	Print
36010100602-MPUPS WADOOR	Print
36010100701-MPUPS DHANORA	Print
36010100801-MPPS KAMATWADA	Print
36010101001-MPPS GUNJALA	Print
36010101201-MPUPS TAMSI(K)	Print
36010101301-MPUPS NIPANI	Print
36010101403-TWPS RAJGHAD	Print

Figure 45 : Teacher DCF Print Screen

➢ Teacher data Format print page displayed as shown in **Fig-46**

District : ADILABAD

Mandal : BHEEMPOOR

School : 36010100101-MPPS RAJULA WADI

Teacher Data Capture Format

Teacher Details	Teacher1
UNIQUEID	276781
TCHCD	2988545
AADHAAR	121258944696
NAME_OF_THE_TEACHER	ramu
GENDER	Male
DATE_OF_BIRTH	20/01/1988
SOCIAL_CATEGORY	SC
IN_CASE_OF_BC	NA
BC_SUBCATEGORY	NA
CASTE_NAME	NA
NATURE_OF_APPOINTMENT	Part Time Instructor (Art Edn.)
MODE_OF_ENGAGEMENT_NON_REGULAR	Outsourcing
TYPE_OF_TEACHER	Part Time Instructor (Fine Arts)
DATE_OF_FIRST_APPOINTMENT	21/01/2009
DATE_OF_JOINING_IN_PRESENT_CADRE	07/01/2009

Figure 46: Teacher Data Format Print Screen

5.3 Actor Non Teaching Staff in School login

➢ Select Non Teaching staff entry tab as shown in the below **Fig-47**

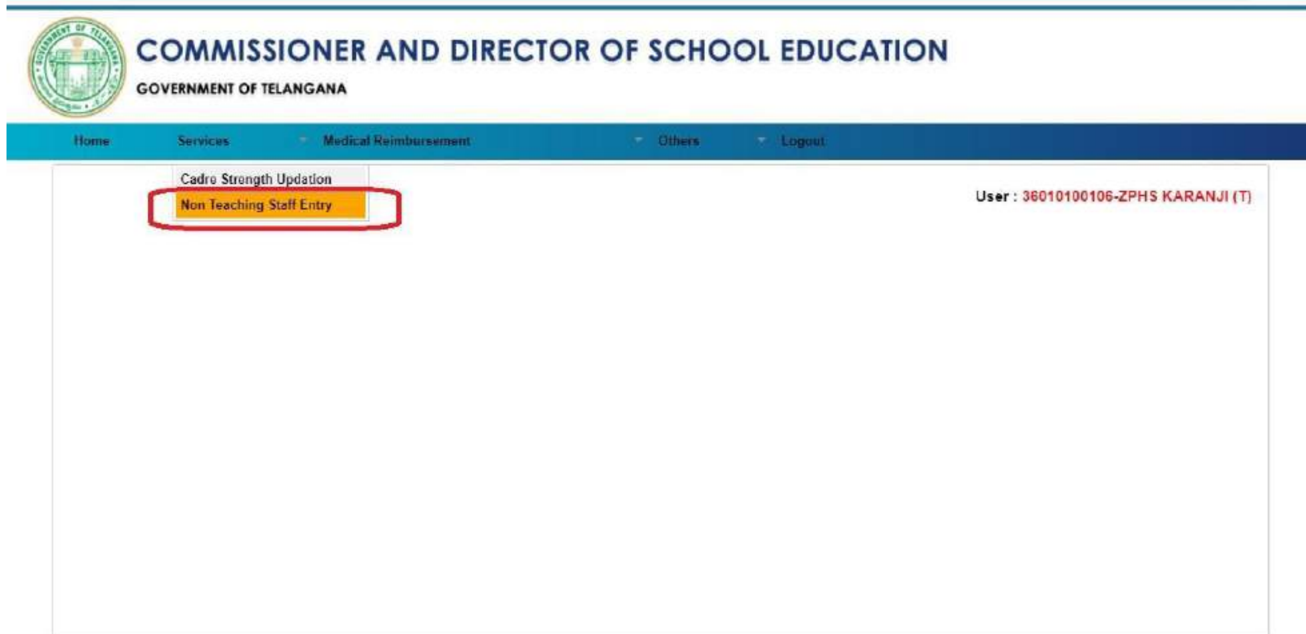
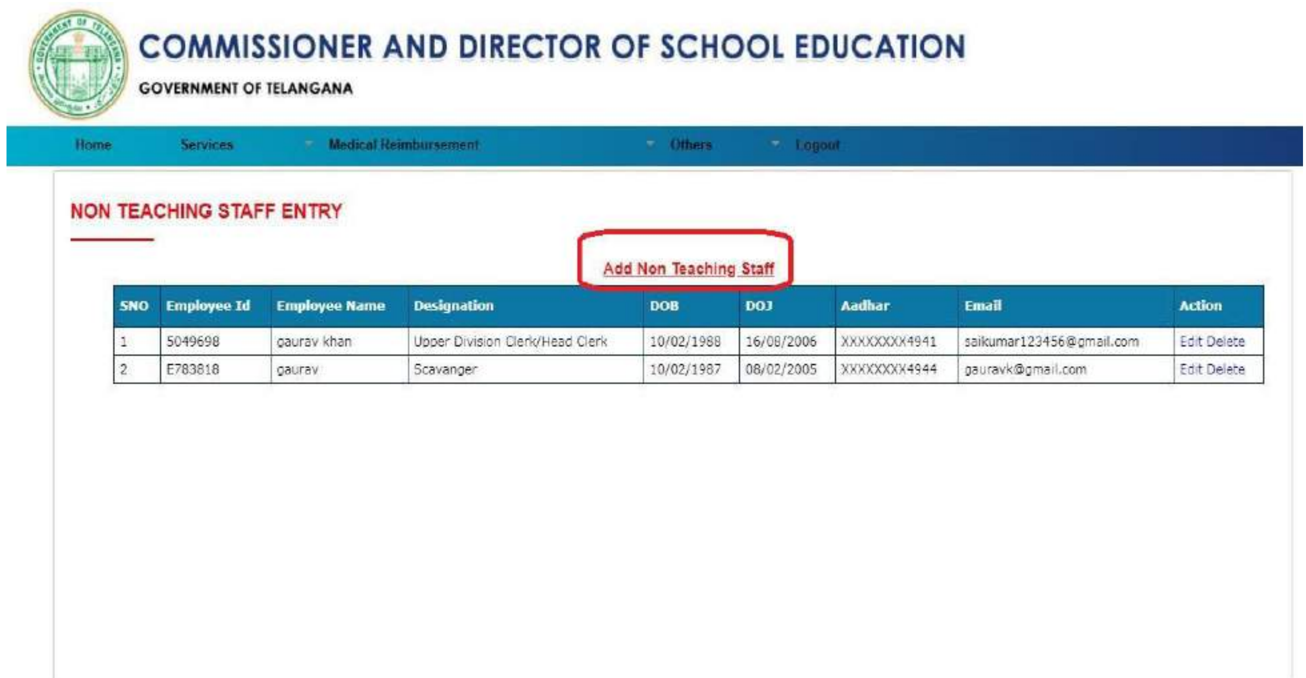


Figure 47 : Non teaching Staff Entry Screen

➢ Adding of non Teaching staff should be done as shown in the below **Fig-48**



SNO	Employee Id	Employee Name	Designation	DOB	DOJ	Aadhar	Email	Action
1	5049698	gaurav khan	Upper Division Clerk/Head Clerk	10/02/1988	16/08/2006	XXXXXXXX4941	saikumar123456@gmail.com	Edit Delete
2	E783818	gaurav	Scavanger	10/02/1987	08/02/2005	XXXXXXXX4944	gauravk@gmail.com	Edit Delete

Figure 48 : Add on teaching screen

➢ Enter the required details and Click **SUBMIT** as shown in **Fig-49**

NOTE: Treasury id will be generated randomly in the below entry screen

NON TEACHING STAFF ENTRY

1. District :	3601-ADILABAD	2. Mandal :	360101-BHEEMPOOR
3. School Udise Code :	36010100106-ZPHS KARANJI	4. School name :	ZPHS KARANJI (T)
5. School Type :	--Select--	6. School Management :	MPP_ZPP SCHOOLS
7. Name of the Employee :		8. Designation :	--Select--
9. Employee ID :	E116937	10. Date Of Birth :	
11. Date Of Joining :		12. Aadhaar Number :	
13. Gender :	--Select--	14. Community :	--Select--
15. Mobile Number :		16. Email ID :	

Submit

Figure 49: Submit Screen

➢ Successful alert message will be displayed as shown below **Fig-50**

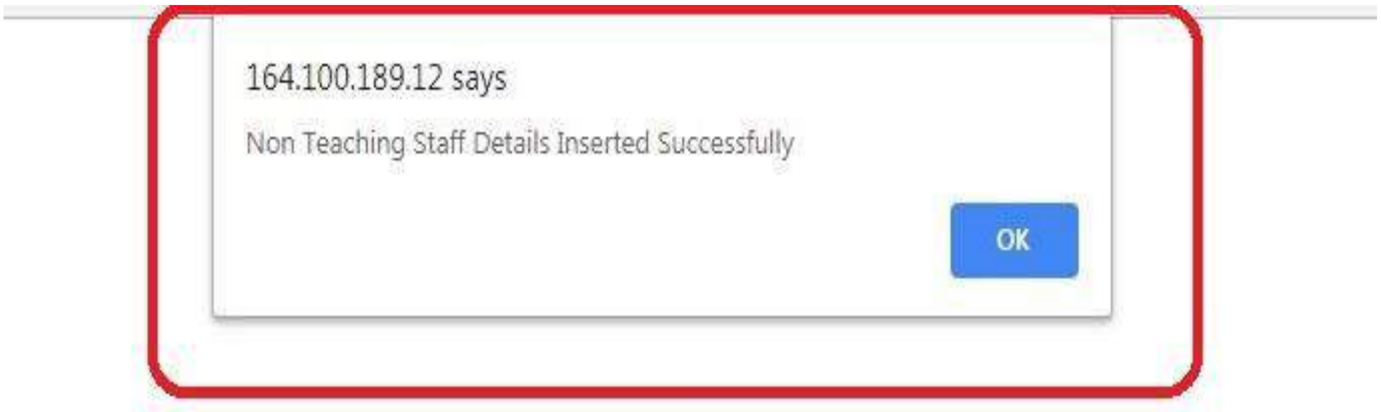


Figure 50 : Success message

- Select on EDIT option for any changes to be done for the Non teaching Staff as shown below **Fig-51**

COMMISSIONER AND DIRECTOR OF SCHOOL EDUCATION
GOVERNMENT OF TELANGANA

Home Services Medical Reimbursement Others Logout

NON TEACHING STAFF ENTRY

Add Non Teaching Staff

SNO	Employee Id	Employee Name	Designation	DOB	DOJ	Aadhar	Email	Action
1	5049698	gaurav khan	Upper Division Clerk/Head Clerk	10/02/1988	16/08/2006	XXXXXXXX4941	saikumar123456@gmail.com	Edit Delete
2	E405359	Siva	Accountant	01/02/1979	13/02/2008	XXXXXXXX8591	kannanthi04DF@gmail.com	Edit Delete
3	E783818	gaurav	Scavanger	10/02/1987	08/02/2005	XXXXXXXX4944	gauravk@gmail.com	Edit Delete

© ISMS Telangana. All Rights Reserved. Designed & Developed by TSOnline

Figure 51: Edit Screen

- Select UPDATE after the required changes done as shown in **Fig -52**

NON TEACHING STAFF ENTRY

1. District * :	3601-ADILABAD	2. Mandal * :	360101-BHEEMPOOR
3. School Udise Code * :	36010100106-ZPHS KARAN.	4. School name * :	ZPHS KARANJI (T)
5. School Type * :	3-CoEducation	6. School Management * :	33-MPP_ZPP SCHOOLS
7. Name of the Employee * :	gaurav khan	8. Designation * :	4-Upper Division Clerk/Heac
9. Employee ID * :	5049698	10. Date Of Birth * :	10/02/1988
11. Date Of Joining * :	16/08/2006	12. Aadhaar Number * :	916173284941
13. Gender * :	2-Female	14. Community * :	2-SC
14(C).Sub Caste Name*	--Select--		
15. Mobile Number * :	8794545646	16. Email ID * :	saikumar123456@gmail.com

Update

Figure 52 : Update Screen

➢ Successful message will be displayed as shown in the below **Fig-53**

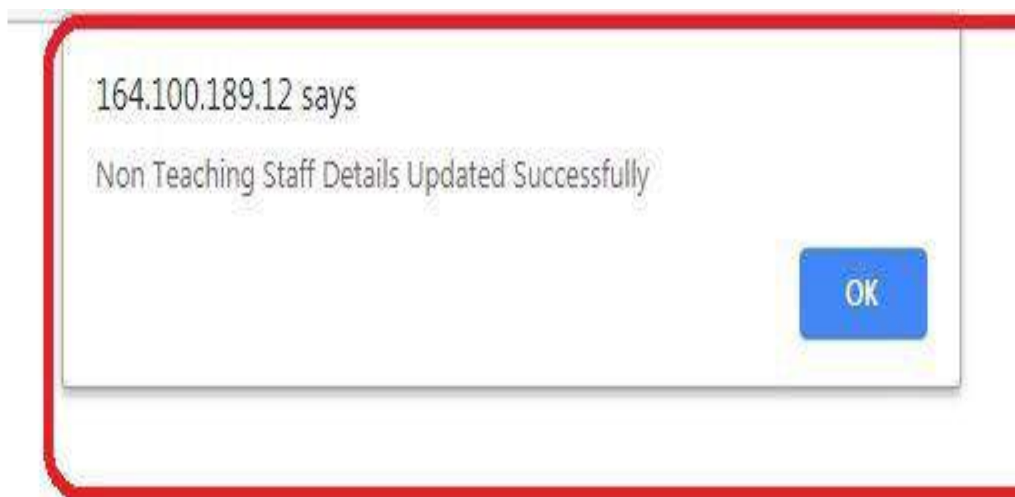


Figure 53: Successful Screen

➢ Select the DELETE option as shown below in the **Fig-54**

COMMISSIONER AND DIRECTOR OF SCHOOL EDUCATION

GOVERNMENT OF TELANGANA

Home Services Medical Reimbursement Others Logout

NON TEACHING STAFF ENTRY

Add Non Teaching Staff

SNO	Employee Id	Employee Name	Designation	DOB	DOJ	Aadhar	Email	Action
1	5049698	gaurav khan	Upper Division Clerk/Head Clerk	10/02/1988	16/08/2006	XXXXXXXX4941	saikumar123456@gmail.com	Edit Delete
2	E405359	Siva	Accountant	01/02/1979	13/02/2008	XXXXXXXX8591	kanranthi04@gmail.com	Edit Delete
3	E783818	gaurav	Scavenger	10/02/1987	08/02/2005	XXXXXXXX4944	gauravk@gmail.com	Edit Delete

Designed & Developed by TSOnline

Figure 54 : Delete Screen

- ➢ Alert message will be displayed before deleting the teacher as shown in the below **Fig -55**

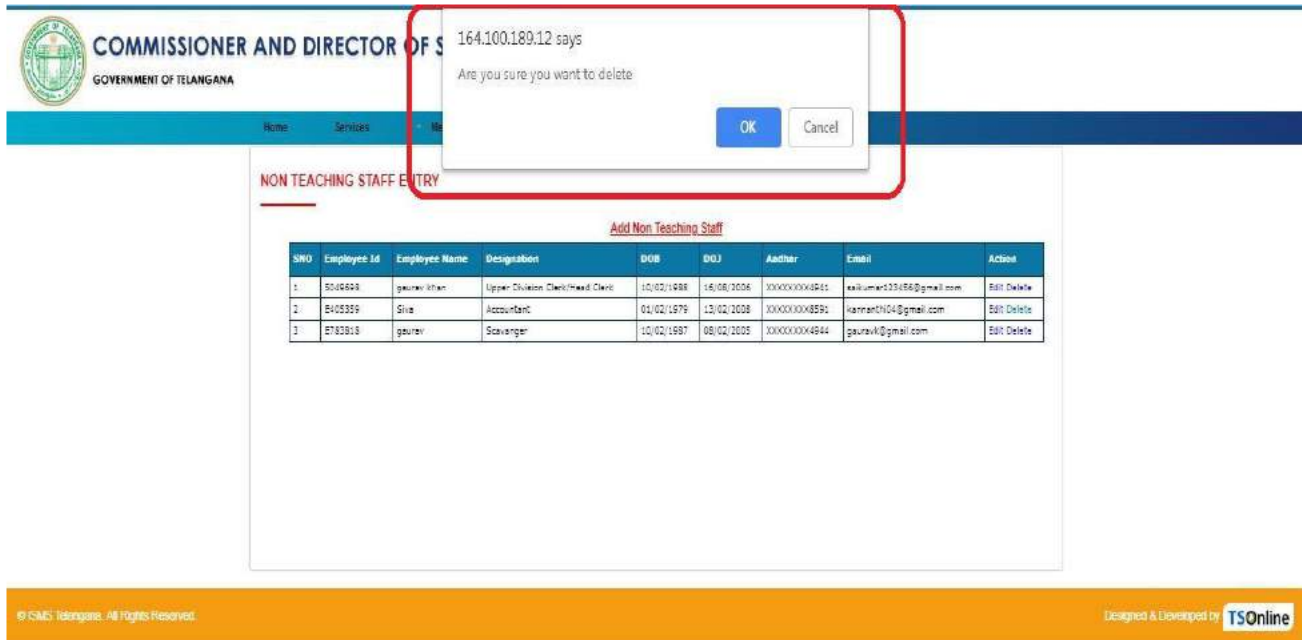


Figure 55: Confirmation Screen

- ➢ A successful message will be displayed by the deleted treasury ID as shown in the below **Fig-56**



Figure 56: Success Message

6. NOTE:

- If selected as Regular from drop down then user will get teacher code text field where user enters teacher code and click submit button
- (b) Other than Regular type, teacher code entry field will not get displayed, and clicks on submit button as shown in the below Fig 18

- This screen will be available once the concerned MEO/DEO approves the applied transfer by the teacher
- Treasury id will be generated randomly in the below entry screen

7. CHANGE MANAGEMENT PROCEDURES

This document is meant for usage by the Department of School Education team and shall be the basis for using of Cadre Strength updation Module and Non -Teaching Staff Entry Module. Any changes made to the requirements in future shall have to go through a formal change approval process, wherever necessary and shall not make any alterations without the permission of the client and the development team.

8. Approvals

Table 2 : Approvals

Inspected By	**Date**	**Signature**
Sammi Reddy	19/01/2019	
Approved By	**Date**	**Signature**
B. Bala Kishore	19/01/2019	